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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Bureau of Planning and Community Assistance
May 4, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Southern NH Planning Commission (Vendor #154521), Manchester, NH, in the amount of $1,676,952 to undertake certain transportation related planning activities from July 1, 2017, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2019. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2018 and FY 2019 as follows:

04-096-096-962515-2944	FY 2018	FY 2019	TOTAL
SPR Planning Funds			
072-500575 Grants to Non-Profits-Federal	$838,476	$838,476	$1,676,952

EXPLANATION

The Southern NH Planning Commission is a designated Metropolitan Planning Organization (MPO) which covers the City of Manchester and surrounding communities. The Fixing Americas Surface Transportation (FAST) Act provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Southern NH Planning Commission has developed procedures for addressing transportation planning issues.

The Southern NH Planning Commission has developed a proposal to carry out the Metropolitan Planning process as identified by 23 CFR Subpart C and USC Title 23 Section 134 and the Transit Planning process as identified in Section 5303 of the Federal Transit Act.

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2018 and 2019. As part of this program, the Southern NH Planning Commission will provide transportation planning and programming to support state, regional, and local needs. The Southern NH Planning Commission will focus on ten planning factors as follows:

1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
2) Increase the safety of the transportation system for motorized and non-motorized users
3) Increase the security of the transportation system for motorized and non-motorized users

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4) Increase the accessibility and mobility of people and freight
5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6) Enhance the integration and connectivity of the transportation system, across and between modes, people and freight
7) Promote efficient system management and operation
8) Emphasize the preservation of the existing transportation system
9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10) Enhance travel and tourism.

These planning factors are identified in the Fixing America's Surface Transportation (FAST) Act. Additionally, the Southern NH Planning Commission will address the New Hampshire Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas (PEAs), which include FAST Act implementation of performance based planning and programming, regional planning cooperation and ladders of opportunities for access to essential services and identification of connectivity gaps.

The Southern NH Planning Commission can accomplish this work for a total fee not to exceed $1,863,280. The funding to be used is from Federal Highway Administration (FHWA) Consolidated Planning Grant funds and local funds. The Federal portion $1,676,952 is Federal Aid (involving Metropolitan Planning (PL) and Statewide Planning & Research (SPR) funds) with additional $186,328 local funds (collected by the Southern NH Planning Commission to be applied towards total cost).

The Contract has been approved by the Attorney General as to form and execution and funding for each fiscal year is contingent upon the availability and continued appropriations of funds. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services office and subsequent to Governor and Council approval, will be on file at the Department of Transportation.

It is respectfully requested that authority be given to enter into a Contract for professional services as detailed in the Requested Resolution.

Sincerely,

Victoria F. Sheehan
Commissioner

Attachments

SOUTHERN NH
PLANNING COMMISSION
X-A004(619)
41375A

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ATTACHMENTS

ACTICLE I

SOUTHER NH PLANNING COMMISSION
FED. NO.: X-A004(619)
STATE NO. 41375A

BUREAU OF PLANNING & COMMUNITY ASSISTANCE CONTRACT FOR PLANNING SERVICES

PREAMBLE

THIS AGREEMENT made by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and the Southern NH Planning Commission, with principal place of business at 438 Dubuque Street, in the City of Manchester, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

Pursuant to 23 CFR 450 subpart C, 23 U.S.C. 134, and Section 5303 of the Federal Transit Act the Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, proposes to provide Metropolitan Planning (PL) and Federal Transit Administration (FTA) funds, as a Consolidated Planning Grant (CPG), to the COMMISSION for carrying out the comprehensive, cooperative and continuing transportation planning process in all jurisdictions of the Southern NH Planning Commission.

The DEPARTMENT requires planning services to complete the tasks set forth in the attached work program.

This AGREEMENT becomes effective upon approval by the Governor and Council.

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the COMMISSION, who agrees to fulfill requirements for metropolitan planning in the Manchester area as set forth in the Unified Planning Work Program (UPWP).

A. LOCATION AND DESCRIPTION OF PROJECT

All communities falling under the jurisdiction of the Southern NH Planning Commission designated Metropolitan Planning Organization.

B. SCOPE OF WORK

As described in the attached work program which forms a part of the AGREEMENT, which has been approved by the DEPARTMENT and Federal Highway Administration (FHWA).

C. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION

The DEPARTMENT will furnish to the COMMISSION data and/or records pertinent to the work to be performed.

D. WORK SCHEDULE AND PROGRESS REPORTS

The COMMISSION shall begin performance of the services designated in the Contract promptly upon receipt from the DEPARTMENT of a Notice to Proceed and the material to be furnished as herein described. The COMMISSION shall complete these services without delay unless unable to do so for causes not under the COMMISSION'S control.

The COMMISSION'S sequence of operation and performance of the work under the terms of this AGREEMENT shall be varied at the direction of the DEPARTMENT to give priority in critical areas so that schedules and other STATE commitments, either present or future, can be met.

SNHPC

UNIFIED PLANNING WORK PROGRAM

FY 2018 AND FY 2019

PREPARED BY THE SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

April 2017

438 Dubuque Street, Manchester, NH 03102
(603) 669-4664 (Phone) (603) 669-4350 (Fax)
www.snhpc.org

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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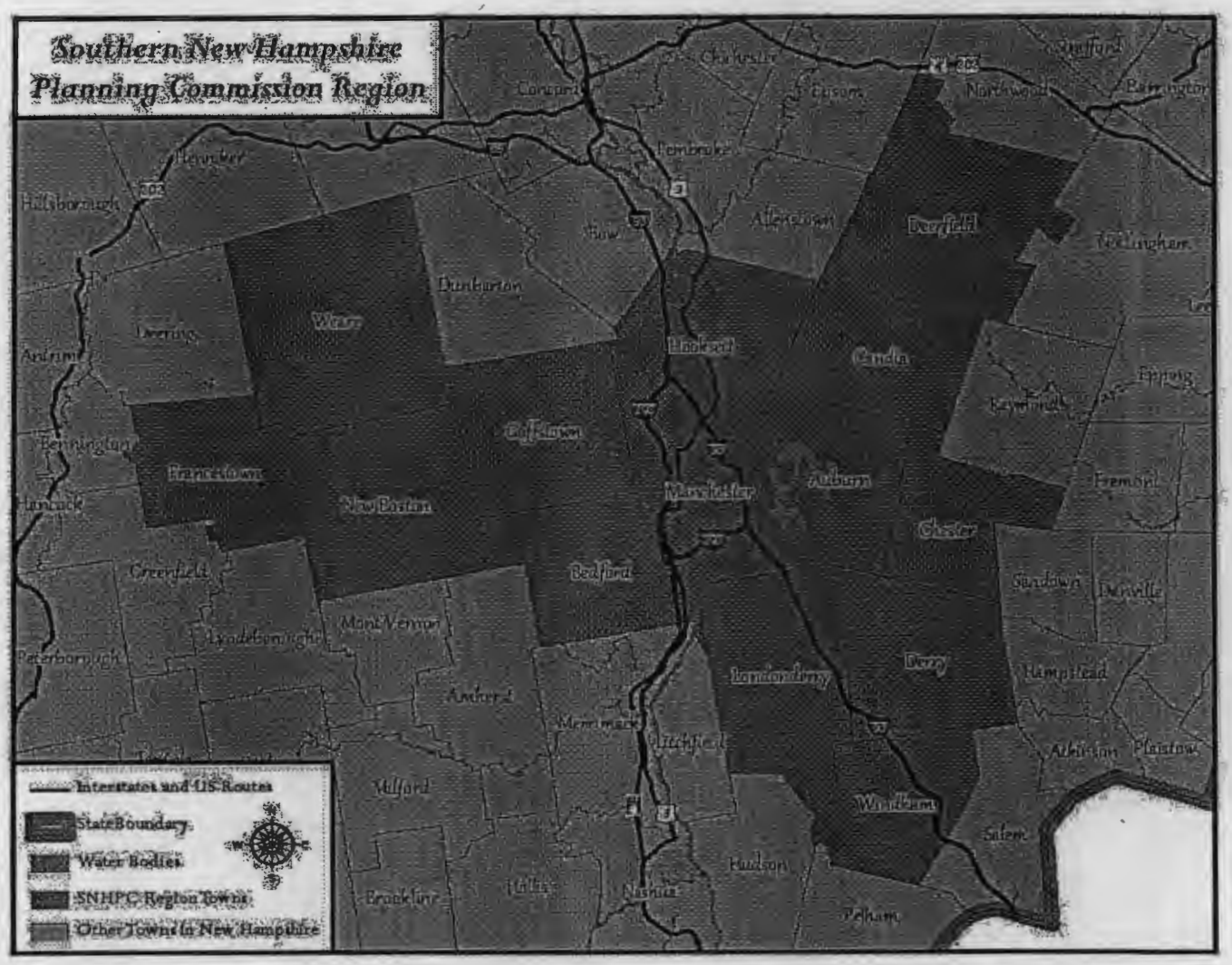
INTRODUCTION

The Southern New Hampshire Planning Commission (SNHPC) is one of nine Regional Planning Commissions in New Hampshire established under NH RSA Chapter 36, and is the designated Metropolitan Planning Organization (MPO) serving 14 municipalities in the Greater Manchester, New Hampshire urbanized area.

The FY 2018 - FY 2019 Unified Planning Work Program (UPWP) for the SNHPC metropolitan planning area has been developed to meet the requirements of Fixing America's Surface Transportation Act (FAST) Act and the metropolitan transportation planning regulations codified in 23 CFR §450. This UPWP includes the description of all transportation planning activities that will be performed by the SNHPC during the fiscal years beginning July 1, 2017 and ending June 30, 2019 (i.e. State fiscal years 2018 and 2019). A map of the SNHPC's metropolitan planning area is shown in Exhibit 1 below.

Exhibit 1- Southern New Hampshire Planning Commission Region



This UPWP is a consolidated planning work program supported by FHWA Metropolitan Planning (PL) funds, FTA Section 5303 Metropolitan Planning funds, and FHWA State Planning and Research (SPR) funds. Federal funding supporting this UPWP is matched by a combination of state toll credits administered by the NHDOT and matching funds provided by the SNHPC.

The planning activities outlined in this UPWP have been designed to meet the local needs of the SNHPC's metropolitan planning area, and ensure consistency with the ten federally-designated metropolitan planning factors as detailed in Exhibit 2 below.

Exhibit 2- SNHPC UPWP Linkages with Federally-designated Metropolitan Planning Factors

	Planning Factor	Relevant SNHPC UPWP Task
1	Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.	• Task 501 (Local Assistance) • Task 502 (Statewide Assistance)
2	Increase the safety of the transportation system for motorized and non-motorized users.	• Task 211 (Bicycle/Ped Planning) • Task 501 (Local Assistance) • Task 502 (Statewide Assistance)
3	Increase the security of the transportation system for motorized and non-motorized users.	• Task 207 (ITS) • Task 211 (Bicycle/Ped Planning) • Task 501 (Local Assistance) • Task 502 (Statewide Assistance)
4	Increase accessibility and mobility of people and freight.	• Task 201 (Ten-Year Plan) • Task 205 (TIP) • Task 206 (CMP) • Task 208 (MTP/PBP)
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	• Task 202 (PEL) • Task 204 (IAC) • Task 209 (Conformity) • Task 306 (TMA)
6	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight.	• Task 203 (TPC) • Task 503 (LPA) • Task 505 (RCC) • Task 506 (Transit Assistance)
7	Promote efficient system management and operation.	• Task 207 (ITS)
8	Emphasize the preservation of the existing transportation system.	• Task 201 (Ten-Year Plan) • Task 205 (TIP) • Task 208 (MTP/PBP)
9	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	• Task 202 (PEL) • Task 504 (Special Projects)
10	Enhance travel and tourism.	• Task 501 (Local Assistance) • Task 502 (Statewide Assistance)

Additionally, the planning activities outlined in this UPWP reflect New Hampshire's Planning Emphasis Areas (PEAs) as established by the New Hampshire Division of FHWA and FTA Region I as detailed in Exhibit 3 below.

Exhibit 3- SNHPC UPWP Linkages with New Hampshire Planning Emphasis Areas

	Planning Emphasis Area	Relevant SNHPC UPWP Task
1	MPO UPWPs should identify resources and work elements as necessary to ensure that the State and each MPO comply with all statewide metropolitan planning and programming requirements, consistent with timeframes established in legislation, rulemaking, and guidance.	• Task 208 (MTP/PBP) • Task 303 (PIP) • Task 304 (Public Outreach) • Task 306 (TMA)
2	MPOs should work collaboratively to ensure that set-asides, suballocation, and project selection requirements are implemented.	• Task 306 (TMA)
3	MPOs should include resources and work elements in their UPWPs that are necessary to support data collection and other system monitoring activities that will provide for an effective CMP.	• Task 206 (CMP) • Task 306 (TMA) • Task 406 (Model)
4	MPOs are encouraged to identify resources and work elements as necessary to develop State and metropolitan freight plans that assess the condition and performance of New Hampshire's critical freight network, and identify solutions to freight deficiencies.	• Task 208(MTP/PBP) • Task 501 (Local Assistance) • Task 502 (Statewide Assistance)
5	MPO UPWPs should identify resources and work elements as necessary to ensure that the STIP, metropolitan long-range transportation plan, and TIP include financial plan documentation and demonstrate financial constraint by year.	• Task 204 (TAC) • Task 205 (TIP) • Task 208 (MTP/PBP)
6	MPO UPWPs should identify resources and work elements as necessary to ensure that metropolitan and statewide travel demand models [...] are maintained, updated, and continuously improved.	• Task 403 (GIS) • Task 404 (Demographics) • Task 406 (Model)
7	MPO UPWPs must include resources and work elements as necessary to provide for complete traffic counting and other data for maintaining New Hampshire's statewide HPMS data.	• Task 401 (Traffic Counts)
8	MPO UPWPs should consider PEL benefits and provide appropriate work elements and activities.	• Task 202 (PEL)
9	MPO UPWPs should identify resources and work elements as necessary to [...] address climate change and stormwater impacts and mitigation and adaptation strategies.	• Task 501 (Local Assistance) • Task 504 (Special Projects)
10	MPO UPWPs should identify resources and work elements as necessary to [...] address livability and sustainability, and to support public transit, bicycle and pedestrian planning.	• Task 211 (Bicycle/Ped Planning) • Task 506 (Transit Assistance)
11	MPO UPWPs should identify resources and work elements as necessary to support effective project monitoring.	• Task 205 (TIP) • Task 208 (MTP/PBP)

Additionally, at the request of the New Hampshire Department of Transportation, the SNHPC has completed an analysis of the tasks presented in this UPWP to determine whether they are "core functions" of the MPO transportation planning process in New Hampshire.

Exhibit 4- Analysis of "Core Functions" in the SNHPC Unified Planning Work Program

	Task	Definition	Core Function	Determination of Core Function
CATEGORY 100	Task 100	Activities related to internal accounting and reporting [illegible]	Yes	Required under [illegible]
	Task 101	Activities related to the general administration [illegible]	Yes	Required under [illegible]
	Task 102	Activities related to the development and enhancement of [illegible]	Yes	Required under federal regulations for MPOs [illegible]
	Task 103	Funds reserved to address the formulation of unknown [illegible]	No	Not a core function.
	Task 105	Expenses related to the SNHPC's membership in transportation-related professional associations, including [illegible]	No	Not a core function.
CATEGORY 200	Task 201	Activities related to the biennial development of the Ten-Year Transportation Improvement Plan (TYP).	Yes	Required under State of New Hampshire RSA 228:99 and RSA 240.
	Task 202	Activities conducted in support of environmental review processes, climate change and infrastructure resilience planning, and transportation livability initiatives.	Yes	Required to address federally-designated Metropolitan Planning Factors.
	Task 203	Activities related to participation in the New Hampshire Transportation Planners Collaborative (TPC) and committees thereof.	No	Not a core function.
	Task 204	Activities related to the Interagency Consultation process in association with NHDOT, FHWA, FTA, NHDES and other state MPOs and RPCs.	Yes	Required under federal regulations for MPOs.
	Task 205	Activities related to the development, amendment, and modification of the SNHPC Transportation Improvement Program (TIP).	Yes	Required under federal regulations for MPOs.
	Task 206	Activities related to the development and maintenance of the SNHPC Congestion Management Process (CMP).	Yes	Required under federal regulations for MPOs.
	Task 207	Activities related to the development and maintenance of the Intelligent Transportation System Architecture for the SNHPC Region	Yes	Required under federal regulations for MPOs.
	Task 208	Activities related to the development and amendment of the SNHPC Metropolitan Transportation Plan, and the coordination of performance measurement.	Yes	Required under federal regulations for MPOs.
	Task 209	Activities related to satisfying the federal transportation conformity requirements of the Clean Air Act.	Yes	Required under federal regulations for MPOs.
	Task 210	Activities related to assisting the NHDOT in completing work related to the development of the statewide long-range transportation plan.	No	Not a core function.
	Task 211	Activities related to the development of projects and plans for bicycle and pedestrian transportation.	Yes	Required to address federally-designated Metropolitan Planning Factors.
CATEGORY 300	Task 301	Activities related to the administration and staffing of the SNHPC Technical Advisory Committee.	Yes	Required to ensure the completion of mandated Category 200 tasks.
	Task 302	Activities related to the [illegible]	Yes	Required to ensure the completion of mandated Category 200 tasks.
	Task 303	Activities related to the development and maintenance of the SNHPC Public Involvement Process and PIP Policy.	Yes	Required under federal regulations for MPOs.
	Task 304	Activities related to the [illegible]	Yes	Required to ensure the implementation of the [illegible]
	Task 305	Activities related to the administration and staffing of the Active Transportation Committee.	Yes	Required under federal regulations for MPOs.
	Task 306	Activities related to the administration and staffing of the Nashua [illegible] Funding	Yes	Required under federal regulations for MPOs.
CATEGORY 400	Task 401	Activities related to the completion of the SNHPC regional traffic counting program.	Yes	Required to ensure the completion of Task 406.
	Task 402	Activities related to the finalization of a Road Surface Management System (RSMS) pilot project completed on behalf of the Town of Candia, New Hampshire.	No	Not a core function.
	Task 403	Activities related to the development and maintenance of transportation-related spatial data layers and the SNHPC GIS system.	Yes	Required to ensure the completion of mandated Category 200 tasks and Task 406.
	Task 404	Activities related to the development, compilation, and analysis of demographic information to support the SNHPC UPWP and model.	Yes	Required to ensure the completion of Task 406.
	Task 405	Activities and direct expenses related to the procurement and maintenance of equipment/software necessary to implement the SNHPC UPWP.	Yes	Required to ensure the completion of Task 401 and other mandated tasks.
	Task 406	Activities related to the development and maintenance of the SNHPC regional travel demand model.	Yes	Required under federal regulations for MPOs.
CATEGORY 500	Task 501	Activities related to the provision of technical assistance to transportation [illegible] municipalities and other entities.	Yes	Required to [illegible]
	Task 502	Activities related to the provision of [illegible]	No	[illegible]
	Task 503	Activities related to the provision of technical assistance to the [illegible]	Yes	Required to [illegible]
	Task 504	Activities related to special transportation projects in the SNHPC region undertaken at the request of the NHDOT.	No	Not a core function and [illegible]
	Task 505	Activities related to the training and administration of Rural Transportation Coordinating Committees (RTCC) within the SNHPC region.	Yes	Required to ensure [illegible] under [illegible]
	Task 506	Activities related to the provision of technical assistance to public transportation providers and the completion of short-term transit planning.	Yes	Required to ensure the completion of mandated Category 200 tasks.

The format of this UPWP groups each of the program's tasks and activities into one of the following five categories:

Category 100 - Administration and Training
Category 200 - Policy and Planning
Category 300 - Public Involvement and Coordination
Category 400 - Plan Support
Category 500 - Technical Assistance and Support

Unless otherwise noted, all tasks will be completed by SNHPC staff under the supervision of the SNHPC's Executive Director. Program tasks include a description that details the proposed activities and expected work products. A financial summary of the UPWP, including the combined cost and relevant sources of funding, is presented in Appendix A of this document.

100 ADMINISTRATION AND TRAINING

The purpose of this category is to provide management and support services including bookkeeping and contract development that are necessary for the effective administration of the Unified Planning Work Program. Staff training, also included in this category, is essential to providing high quality transportation planning services to member communities and partner agencies.

101 Invoices and Accounting

This task includes all activities related to financial accounting and reporting for the Unified Planning Work Program.

FY 2018-FY 2019

Proposed Activities:

- Preparing and submitting UPWP Requests for Reimbursement.
- Preparing and submitting UPWP Budget Amendment requests.
- Preparing, submitting, and reporting of SNHPC indirect cost rates.

Products:

- Completed timesheets (52 per year) and progress reports (12 per year), invoices (12 per year), and internal audit materials (as requested by NHDOT).
- Completed SNHPC Indirect Cost Rate proposal (once every two years).

102 Program Administration

This task includes all activities related to the general administration of the UPWP to ensure compliance with federal and state regulations.

FY 2018-FY 2019

Proposed Activities:

- Supervising transportation planning staff, conducting staff meetings to internally coordinate the completion of UPWP tasks, monitoring work assignments, reviewing UPWP-related deliverables prior to publication, and conducting annual performance reviews for transportation planning staff.
- ~~Preparing and submitting any required revisions or amendments to the approved UPWP.~~
- Preparing for and participating in periodic MPO reviews with State and Federal agencies.
- Preparing for and participating in a mid-term review meeting to discuss the progress on UPWP-related tasks and deliverables with State and Federal partner agencies.
- Preparing and adopting any pertinent updates to the SNHPC MPO Prospectus.
- Preparing and submitting the annual UPWP performance report.
- Preparing and submitting the FY 2020 – FY 2021 UPWP.

Products:

- Completed UPWP revisions (as necessary), amendments (as necessary), and annual performance reports (one per year). Documentation of planning and related program reviews (as necessary).
- Completed transportation staff meetings to coordinate the completion of UPWP tasks, monitor work assignments, and review UPWP-related deliverables prior to publication (52 per year).
- Completed FY 2020 – FY 2021 UPWP (once every two years).

103 Training

This task includes all activities related to the development and enhancement of staff transportation planning abilities, including GIS analysis, travel demand modeling, climate change, and other technical training related to transportation planning and project development. These activities are designed to ensure that SNHPC staff has access to up-to-date information and techniques required for the development and maintenance of an effective metropolitan planning process. All expenditures on training initiatives will occur in accordance with the Guidance on Use of FHWA Planning and Research Funds for Travel and Training, January 29, 2004 (updated 12/26/2014).

FY 2018-FY 2019

Proposed Activities:

- Participating in webinars, conferences, workshops, and other activities related to subject matter relevant to the metropolitan transportation planning process. Such training activities may include, but are not limited to, the following as resources permit. Only conferences or training events with a transportation planning "track" or documentable transportation planning content shall be eligible for UPWP participation.
    - The Annual Conference of the American Planning Association (APA);
    - The Annual Conference of the Northern New England Chapter of the American Planning Association (NNECAPA);
    - The Annual Conference of the Association of Metropolitan Planning Organizations (AMPO);
    - The Annual Conference of the National Association of Regional Councils (NARC);

- The Annual Conference of the National Association of Development Organizations (NADO);
- The Northeast Passenger Transportation Association (NEPTA) Conference;
- The Tri-State Transit Conference;
- Training sessions on transportation planning-related topics organized by the NHDOT, FHWA, FTA, National Highway Institute, Transportation Research Board, Institute of Transportation Engineers, or other transportation planning-related trade association;
- Other pertinent transportation-related training sessions as approved by the NHDOT Bureau of Planning and Community Assistance.

Products:

- Documentation of training agendas, minutes, and other relevant training materials (as available funding allows and as approved by NHDOT).

104 Indirect Cost Adjustments

This task reserves funds to address the potential financial impacts associated with periodic indirect cost rate adjustments.

FY 2018-FY 2019

Proposed Activities:

- Incorporating adjustments to the SNHPC indirect cost rate.

Products:

- Documentation of adjusted indirect cost rate (once every two years).

105 Memberships, Subscriptions, and Professional Costs

This task includes costs related to the SNHPC's membership in transportation-related professional associations, subscriptions to transportation-related publications, and other transportation-related professional costs. For dues paid to outside organizations, direct UPWP participation shall only cover the transportation-related portion of membership costs.

FY 2018-FY 2019

Proposed Activities:

- SNHPC membership in the Association of Metropolitan Planning Organizations (AMPO);
- SNHPC membership in the National Association of Regional Councils (NARC);
- SNHPC membership in the American Planning Association (APA);
- SNHPC membership in the New Hampshire Planners Association (NHPC);
- Other pertinent transportation-related memberships, subscriptions, and professional costs as approved by the NHDOT Bureau of Planning and Community Assistance.

Products:

- Documentation of transportation-related memberships, subscriptions, and professional costs (annually).

200 POLICY AND PLANNING

The purpose of this category is to ensure that transportation plans and policies are reviewed and updated to reflect regional goals and address evolving local concerns. This category includes assisting communities with connecting transportation and land use policies in local planning efforts in support of federal and statewide livability, climate change, and sustainability initiatives.

201 Ten-Year Plan

This task includes all activities related to the biennial development of the Ten-Year Transportation Improvement Plan (TYP), including assistance to member communities in identifying potential projects. Staff will participate in activities related to the development of the FY 2019 – FY 2028 TYP and FY 2021-FY 2030 TYP during this UPWP period.

FY 2018-FY 2019

Proposed Activities:

- Providing assistance to member communities and partner agencies in identifying and scoping potential Ten-Year Transportation Improvement Plan projects.
- Facilitating the regional process to evaluation and prioritize Ten-Year Transportation Improvement Plan projects in conjunction with the SNHPC TAC and MPO Policy Committee.
- Participating in Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings on the Ten-Year Transportation Improvement Plan.
- Coordinate with the NHDOT, FHWA, and other MPOs/RPCs to revise and better integrate New Hampshire's transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).

Products:

- Documentation of the SNHPC Ten-Year Transportation Improvement Plan project solicitation, evaluation, and prioritization process (once every two years).
- Program of prioritized FY 2019 – FY 2028 and FY 2021- FY 2030 Ten-Year Transportation Improvement Plan projects for the SNHPC region.
- Documentation of GACIT agendas, minutes, and other relevant meeting materials including TYP-related public hearing presentations prepared and delivered by the SNHPC (number of meetings dependent on GACIT hearing schedule).

202 Land Use and Environmental Linkages

This task includes eligible planning activities conducted in support of federal and state transportation-related environmental review processes, climate change and infrastructure resilience planning, and transportation livability initiatives.

FY 2018-FY 2019

Proposed Activities:

- Responding to Initial Contact Letters as requested by the NHDOT Bureau of Environment or other partners.
- Completing vulnerability and risk assessments of Federal-aid eligible transportation infrastructure related to climate change and extreme weather events.
- Assisting municipalities and state partner agencies with the assessment and inventory of culverts and stream crossings.

Products:

- Documentation of responses to Initial Contact Letters (minimum of two per year).
- Documentation of vulnerability and risk assessments of Federal-aid eligible transportation infrastructure related to climate change and extreme weather events (minimum of one per year).
- Improved data on culvert and stream crossings in the SNHPC region (minimum of one community).

203 Transportation Planners Collaborative

This task includes all activities related to participation in the New Hampshire Transportation Planners Collaborative (TPC) and committees thereof.

FY 2018-FY 2019

Proposed Activities:

- Participating in NH Transportation Planners Collaborative (TPC) meetings and TPC Steering Committee meetings to coordinate with transportation planning partner agencies on issues requiring statewide coordination.
- Preparing written reports or presentations relevant to TPC meeting agendas.
- Coordinate with the NHDOT, FHWA, and other MPOs/RPCs to revise and better integrate New Hampshire's transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).

Products:

- Documentation of TPC agendas, minutes, and other relevant meeting materials including presentations prepared by the SNHPC (minimum of four meetings per year).

204 Interagency Consultation

This sub-task includes all activities related to the Interagency Consultation process in association with NHDOT, FHWA, FTA, NHDES and other state MPOs and RPCs.

FY 2018-FY 2019

Proposed Activities:

- Participating in monthly Interagency Consultation meetings and conference calls to coordinate TIP amendments, TIP administrative modifications, and other project programming matters of statewide interest.
- Preparing written reports or presentations relevant to Interagency Consultation meeting agendas.

Products:

- Documentation of Interagency Consultation agendas, minutes, and other relevant meeting materials (approx. 12 meetings per year).

205 Transportation Improvement Program

This task includes activities related to the development, amendment, and modification of the SNHPC Transportation Improvement Program (TIP).

FY 2018-FY 2019

Proposed Activities:

- Developing and adopting the SNHPC TIP on an anticipated biennial cycle, including the FY 2019-FY 2022 TIP.
- Coordinating, reviewing, and processing TIP amendments and TIP administrative modifications requested by the New Hampshire Department of Transportation, municipalities, or transit agencies pursuant to the Public Involvement Process for the SNHPC Region.
- Developing and publishing the Annual List of Obligated Projects in the SNHPC Region.
- Coordinate with the NHDOT, FHWA, and other MPOs/RPCs to revise and better integrate New Hampshire's transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).

Products:

- Adopted FY 2019-2022 SNHPC Transportation Improvement Program (once in two-year UPWP period).
- Approved FY 2017-2020 and FY 2019-2022 TIP amendments (approx. four amendments during two-year UPWP period).
- Annual List of Obligated Projects in the SNHPC region for FY 2018 and FY 2019 (once per year).

206 Congestion Management Process

This task includes activities related to the development and maintenance of the SNHPC Congestion Management Process (CMP).

FY 2018-FY 2019

Proposed Activities:

- Completing a comprehensive update of the Congestion Management Process for the SNHPC Region, including the following:
  - Coordinating with the Nashua Regional Planning Commission to ensure that all CMP-related federal requirements for the TMA are comprehensively addressed.
  - Coordinating with Nashua Regional Planning Commission, Rockingham Planning Commission, and Strafford Regional Planning Commission on CMP-related data collection and strategy identification for inter-regional corridors.
  - Incorporating the National Performance Management Research Data Set (NPMRDS) into the CMP.
  - Collecting and evaluating CMP-related data (e.g. travel time and delay data) to ensure that corridor-level data needs are met.
  - Improving the integration of the CMP into the SNHPC Metropolitan Transportation Plan.

Products:

- Updated CMP for the SNHPC region, including products from data collection, monitoring and evaluation activities (one completed CMP document in two-year UPWP period).

207 Intelligent Transportation Systems

This task includes activities related to the development and maintenance of the Intelligent Transportation System Architecture for the SNHPC Region (i.e. SNHPC ITS Architecture). The SNHPC ITS Architecture was adopted in April 2016, and serves a roadmap for the integration of technology into the transportation system. It presents a vision of how transportation agencies will work together in the future, sharing information and resources to provide a safer, more efficient transportation system facilitating the movement of people and goods in the SNHPC region.

FY 2018-FY 2019

Proposed Activities:

- Reviewing the SNHPC ITS Architecture adopted in April 2016 with the TAC, identifying any needed updates to the document, and if necessary, approving an updated ITS Architecture prior to the end of FY 2019.

Products:

- Updated SNHPC ITS Architecture (one completed update in two-year UPWP period).

208 Metropolitan Transportation Plan/Performance-based Planning

This task includes activities related to the development, amendment, and modification of the SNHPC Metropolitan Transportation Plan and the coordination of federally-mandated performance measurement supporting the Metropolitan Transportation Plan. This task also includes the maintenance of the Transportation Chapter of the SNHPC Regional Comprehensive Plan. The Metropolitan Transportation Plan for the SNHPC Region will be updated during the FY 2018-2019 UPWP performance period, concurrent with the development of the 2019 – 2028 Ten-Year Transportation Improvement Plan.

FY 2018-FY 2019

Proposed Activities:

- Developing an update of the Metropolitan Transportation Plan for the SNHPC Region, with emphasis on the following items:
    - Incorporating the evaluation and reporting of federally-required performance measures into the Plan.
    - Coordinating with other New Hampshire MPOs to improve the consistency of fiscal constraint analyses.
    - Improving the integration of the SNHPC Congestion Management Process into the Metropolitan Transportation Plan.
    - Enhancing the consideration of freight transportation and related projects into the SNHPC Metropolitan Transportation Plan.
    - Incorporating the joint NRPC/SNHPC TMA Programming Authority Process into the SNHPC Metropolitan Transportation Plan.
- Continuing participation in the New Hampshire Performance-based Planning and Programming Workgroup to coordinate on the incorporation of federally-required performance measures into the metropolitan planning process, and incorporate elective performance measures developed through the SHRP2 performance-based planning project.
- Evaluating and incorporating any necessary updates to the Transportation Chapter of the SNHPC Regional Comprehensive Plan.

Products:

- Updated and adopted SNHPC Metropolitan Transportation Plan (one completed update in two-year UPWP period).
- Documentation of New Hampshire Performance-based Planning and Programming Workgroup agendas, minutes, and other relevant meeting materials (12 per year).
- Updated Transportation Chapter of the SNHPC Regional Comprehensive Plan (one completed update in two-year UPWP period).

209 Transportation Conformity

This task includes activities related to satisfying the federal transportation conformity requirements of the Clean Air Act.

As of July 20, 2013, all of New Hampshire is considered unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS), also known as the 2008 ozone standard, and the 1997 8-Hour Ozone NAAQS (the 1997 ozone standard) is revoked for transportation conformity purposes in the Boston-Manchester-Portsmouth (SE) NH area. As a result, transportation conformity no longer applies to the ozone NAAQS in New Hampshire in accordance with the 40 CFR section 93.102(b) "Geographic applicability" of the transportation conformity rule.

On March 10, 2014, the U.S. Environmental Protection Agency approved a maintenance plan, known as a "limited maintenance plan," for the City of Manchester. This limited maintenance plan has a 2021 horizon year, (the second ten year carbon monoxide (CO) maintenance period terminates on January 29, 2021). Because of the approved limited maintenance plan, the SNHPC no longer has to complete a regional emissions analysis for the City of Manchester for carbon monoxide pursuant to 40 CFR 93.109(e) "Areas with limited maintenance plans". However, all other transportation conformity requirements under 40 CFR 93.109(b) continue to apply, including project-level conformity determinations based on carbon monoxide hot spot analyses under 40 CFR 93.116.

FY 2018-FY 2019

Proposed Activities:

- Collaborating with NHDES, NHDOT, and federal partner agencies to monitor air quality designations in the SNHPC region.

Products:

- Documentation of meetings with NHDES, NHDOT, and federal partner agencies to monitor air quality designations in the SNHPC region (as needed).

210 State Long-Range Transportation Plan

This task includes assisting the New Hampshire Department of Transportation in completing work related to the development of the statewide long-range transportation plan as necessary to satisfy the requirements of 23 CFR §450.216.

FY 2018-FY 2019

Proposed Activities:

- Provide technical assistance, upon request, to the New Hampshire Department of Transportation related to the development of the statewide long-range transportation plan.
- Participate in statewide meetings convened by the New Hampshire Department of Transportation related to the development of the statewide long-range transportation plan.

Products:

- There is no identified budget or deliverable products for this task.

211 Bicycle/Pedestrian Planning

This task includes activities related to the development of projects and plans for bicycle and pedestrian transportation, and support for regional and statewide bicycle/pedestrian initiatives.

FY 2018-FY 2019

Proposed Activities:

- Participating on the NHDOT Bicycle and Pedestrian Technical Advisory Committee (BPTAC) and subcommittees thereof.
- Continuing to provide technical assistance in support of local and regional bicycle/pedestrian organizations including, but not limited to, the Regional Trails Coordinating Council (RTCC), the Manchester Connects Committee, and Bike Manchester.
- Coordinating bicycle/pedestrian counting activities in the SNHPC region in conjunction with the NHDOT Bicycle and Pedestrian Technical Advisory Committee.
- Participating in the process to update the New Hampshire State Bicycle/Pedestrian Plan.
- Supporting and providing assistance in organizing New Hampshire Bike/Walk to Work Day activities in the SNHPC region to support regional transportation planning efforts.

Products:

- Documentation of BPTAC agendas, minutes, and other relevant meeting materials (approx. eight meetings per year).
- Documentation of RTCC, Manchester Connects Committee, and Bike Manchester agendas, minutes, and other relevant meeting materials (approx. eight meetings per year).
- Summary reports for bicycle/pedestrian count data collected in the SNHPC region (12 counts per year).
- Documentation of outreach materials for New Hampshire Bike/Walk to Work Day activities in the SNHPC region (one event per year).

300 PUBLIC INVOLVEMENT AND COORDINATION

This purpose of this category is to provide meaningful public involvement in all phases of the development of transportation plans, policies, projects, and priorities. It includes informing the public about topical transportation planning policy developments, including Federal transportation legislation, and ensuring the coordination of municipal, regional, and statewide land use and transportation planning processes. The SNHPC recognizes the importance of public involvement in an integrated transportation and land use planning process and will make every effort to target outreach efforts toward low income and minority populations, including persons/groups with Limited English Proficiency (LEP).

301 Technical Advisory Committee

This task includes all activities related to the administration and staffing of the SNHPC Technical Advisory Committee (TAC). The SNHPC TAC was established to advise the MPO staff and Policy Committee on the

transportation issues and projects of concern to municipalities and partner agencies in the region. The primary responsibilities of the TAC include: 1) Providing input for the development of the Unified Planning Work Program and other related MPO documents; and 2) Providing technical review and making recommendations to the MPO Policy Committee related to the adoption of regional transportation planning products (i.e. TIP and RTP) developed by the MPO staff.

FY 2018-FY 2019

Proposed Activities:

- Preparing for and participating in monthly SNHPC Technical Advisory Committee meetings, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Preparing for and participating in neighboring RPC Technical Advisory Committee meetings to coordinate on transportation-related matters of inter-regional significance.

Products:

- Documentation of SNHPC Technical Advisory Committee agendas, minutes, and other relevant meeting materials (12 meetings per year).

302 Planning Commission/Committee Meetings

This task includes all activities related to the engagement of the Southern New Hampshire Planning Commission and committees thereof in the metropolitan transportation planning process.

FY 2018-FY 2019

Proposed Activities:

- Preparing for and participating in monthly SNHPC meetings regarding regional transportation issues, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Preparing for and participating in monthly SNHPC Committee meetings regarding regional transportation issues, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.

Products:

- Documentation of agendas, minutes, and other relevant meeting materials for the SNHPC and SNHPC Committees (12 meetings per year).

303 Public Involvement Plan

This task includes all activities related to the development and maintenance of the SNHPC Public Involvement Plan and Title VI Policy. During the course of the FY 2018-2019 UPWP, the SNHPC will complete comprehensive updates to both the Public Involvement Plan and Title VI Policy for the SNHPC Region to incorporate current practices, technological innovations and ensure full compliance with current regulatory requirements. During these updates, the SNHPC will actively coordinate with other organizations

that provide services to low income and minority populations, including persons/groups with Limited English Proficiency (LEP).

FY 2018-FY 2019

Proposed Activities:

- ~~Reviewing and adopting an update to the SNHPC Public Involvement Plan based on feedback from~~ the NHDOT Office of Federal Compliance and any pertinent recommendations from the SNHPC MPO review conducted by FHWA and FTA.
- Reviewing and adopting an update to the SNHPC Title VI Policy based on feedback from the NHDOT Office of Federal Compliance and any pertinent recommendations from the SNHPC MPO review conducted by FHWA and FTA.

Products:

- Updated Public Involvement Plan for the SNHPC Region (one completed update in two-year UPWP period).
- Updated Title VI Policy for the SNHPC Region (one completed update in two-year UPWP period).

304 Public Outreach

This task includes activities related to the dissemination and exchange of information to the public and between regional stakeholders involved in the MPO transportation planning process.

FY 2018-FY 2019

Proposed Activities:

- Incorporating updated transportation project information, meeting materials, and planning products on the SNHPC website and social media accounts.
- Developing transportation-related content for publication in newsletters, social media, public television, and regularly-scheduled "Media Blast" and "Sustainable Newsflash" electronic bulletins.
- Developing presentations and conducting outreach to municipalities and local, regional, and statewide organizations, committees, and partner agencies about transportation-related matters to raise awareness of and engagement in the SNHPC metropolitan transportation planning process.
- Conducting targeted outreach to engage low-income, minority, and Limited English Proficiency populations in the metropolitan transportation planning process.
- Publishing required public notices related to the transportation planning process in local newspapers, electronically on the SNHPC website, and on social media in a manner that is consistent with federal requirements and the SNHPC Public Involvement Plan.

Products:

- Updated SNHPC website and social media accounts (website updates to occur weekly, social media updates to occur twice per week).

- Documentation of SNHPC quarterly newsletter and regularly-scheduled "Media Blast" and "Sustainable Newsflash" electronic bulletins (newsletter to be published quarterly, electronic bulleting to be published monthly).
- Documentation of presentations to local, regional, and statewide organizations about transportation-related matters.
- Documentation of published public notices related to the transportation planning process.

305 MPO Policy Committee

This task includes activities related to the administration and staffing of the SNHPC MPO Policy Committee. The primary functions of the MPO are to 1) Establishing the goals, objectives and policies governing transportation planning in the region; 2) Approving the Unified Planning Work Program and budget; and 3) Preparing and adopting the Metropolitan Transportation Plan and other required metropolitan transportation planning documents.

FY 2018-FY 2019

Proposed Activities:

- Preparing for and participating in monthly SNHPC MPO Policy Committee meetings, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.

Products:

- Documentation of SNHPC MPO Policy Committee agendas, minutes, and other relevant meeting materials (12 per year).

306 TMA Programming Authority

This task includes activities related to the administration of Transportation Management Area (TMA) programming authority for sub-allocated Surface Transportation Block Grant (STBG) funding for the Nashua Urbanized Area (UZA). Four communities in the SNHPC region- Derry, Londonderry, Auburn, and Windham- are included in the Nashua UZA. All work elements in this task will be completed in conjunction with the Nashua MPO. The finalization of the MOU outlining TMA programming authority needs to be in place and functional in time for the development of the FY 2019-2022 STIP.

FY 2018-FY 2019

Proposed Activities:

- Coordinating with the NRPC, NHDOT, FHWA, and FTA on the finalization of a Memorandum of Understanding (MOU) outlining the TMA Programming Authority process.
- Conducting public outreach to TMA communities to ensure local understanding and concurrence with the TMA Programming Authority process.
- Providing staffing assistance to the TMA Committee, which will serve as the joint NRPC/SNHPC MPO Policy Committee for STBG funds sub-allocated to the Nashua UZA.

- Providing staffing assistance to the TMA Committee in soliciting, prioritizing, selecting, and programming TIP projects to be programmed utilizing the STBG funds sub-allocated to the Nashua UZA.
- Incorporating TMA Programming Authority Process documentation in SNHPC planning products, including but not limited to, the MPO Prospectus, TIP, CMP, and Metropolitan Transportation Plan.

Products:

- Approved Memorandum of Understanding (MOU) outlining the TMA Programming Authority process.
- Documentation of TMA Committee agendas, minutes, and other relevant meeting materials (approx. three meetings per year).
- Documentation of the TMA project solicitation, evaluation, and prioritization process for STBG funds sub-allocated to the Nashua UZA (once every two years).
- Updated SNHPC planning products incorporating the TMA Programming Authority Process.

400 PLAN SUPPORT

This purpose of this category is to support the development of municipal, regional, and statewide transportation plans and policies by collecting and maintaining a comprehensive set of traffic, demographic, land use, and spatial (GIS) data for use in transportation planning efforts. A primary goal of the data collection effort is to enumerate the impacts of local land use policies and development on the regional transportation network. During the collection and use of traffic and related demographic data, SNHPC will make every effort to avoid or minimize adverse impacts to low income and minority populations, and target outreach efforts toward minority and low income populations.

401 Traffic Counts

This task includes all activities related to the completion of the SNHPC regional traffic counting program. The SNHPC regional traffic counting program includes approximately 450 counts annually to support state Highway Performance Monitoring System (HPMS) reporting and the regional travel demand model.

FY 2018-FY 2019

Proposed Activities:

- Conducting short-term ATR counts at approximately 200 locations around the SNHPC region as necessary to support the NHDOT's Highway Performance Monitoring System (HPMS) reporting.
- Conducting short-term ATR counts at approximately 250 locations around the SNHPC region as necessary to support the continued development of the regional travel demand model.
- Performing quality control reviews, and reporting traffic count data to the NHDOT Bureau of Traffic and SNHPC municipalities.
- Meeting with SNHPC communities to review, establish, and verify traffic count locations.
- Completing annual vehicle classification studies to determine vehicle mix on regional roads. The result will be summarized on the basis of various classes of roadways (arterial, collector and local). Approximately six vehicle classification study sites will be completed annually.

Products:

- Completed traffic counts, including raw data and summary reports.

402 Statewide Road Surface Management System (SRSMS) Initiative

This includes work related to the finalization of a Statewide Road Surface Management System (SRSMS) pilot project completed on behalf of the Town of Candia, New Hampshire. Additional SRSMS work beyond the completion of the pilot project may occur as a NHDOT-approved UPWP special project (see Task 504), or as a separate fee-for-service contract.

FY 2018-FY 2019

Proposed Activities:

- Participating in pilot project closeout meetings with NHDOT and RPCs/MPOs to finalize the SRSMS deliverable and determine opportunities for the SRSMS process in the future.

Products:

- Documentation of pilot project closeout meetings with NHDOT and RPCs/MPOs (number of meetings dependent on NHDOT schedule).

403 Geographic Information System

This task includes activities related to the development and maintenance of transportation-related spatial data layers and the MPO Geographic Information System (GIS).

FY 2018-FY 2019

Proposed Activities:

- Completing transportation-related cartographic requests received from SNHPC municipalities and partner agencies.
- Developing transportation-related spatial data, including annually updated regional traffic count layers.
- Applying demographic, natural resource, and cultural resource spatial data to assess civil rights and environmental mitigation considerations in SNHPC regional transportation planning products.
- Completing transportation-related spatial data analyses at the request of SNHPC municipalities and partner agencies to quantify traffic patterns, crash history, level of service, level of delay, and other items.
- Integrating transportation-related spatial data into the network for the SNHPC travel demand model.
- Completing spatial data analyses to determine potential environmental justice areas in the SNHPC region.

Products:

- Completed maps and transportation-related cartographic products (approx. 24 maps per year).
- Updated transportation-related spatial data for the SNHPC region (as needed).
- Completed analyses identifying environmental justice areas in the SNHPC region (once every two years).

404 Demographics

This task includes all activities related to the development, compilation, analysis, and reporting of demographic information to support the MPO transportation planning program and travel demand model. The objective of this task is to provide current and projected estimates of socioeconomic conditions in the region essential to the MPO transportation planning program.

FY 2018-FY 2019

Proposed Activities:

1. Land Use Data/Roadway Inventory: Collecting regional land use data through review of municipal building and occupancy permits. Site and subdivision plans will also be reviewed and supplemented by field verification.

2. Dwelling Unit Projection: Completing a 20-year dwelling unit projection, in consultation with municipal planning boards and staff, for use in regional transportation planning activities.

3. Population Projection: Developing cohort-component population projections for the region in consultation with the NHOEP and updating population estimates by Traffic Analysis Zone to ensure reasonableness.

4. Employment Projection: Maintaining employment projections for the region in consultation with the NHOEP and NHES.

Products:

- Updated Land Use Data for the SNHPC region (one completed update in two-year UPWP period).
- Updated Dwelling Unit Projections for the SNHPC region (one completed update in two-year UPWP period).
- Updated Population Projections for the SNHPC region (one completed update in two-year UPWP period).
- Updated Employment Projections for the SNHPC region (one completed update in two-year UPWP period).

405 Equipment

This task includes all activities and direct expenses related to the procurement and maintenance of the equipment/software necessary to implement the MPO transportation planning program. All equipment purchased will be used specifically for transportation planning purposes, not for general use.

FY 2018-FY 2019

Proposed Activities:

- Procuring, maintaining, repairing, and/or replacing Automatic Traffic Recorders as necessary to support the SNHPC regional traffic counting program.
- ~~Procuring, maintaining, repairing, and/or replacing Bicycle/Pedestrian Traffic Recorders as necessary~~ to support the SNHPC bicycle/pedestrian counting program.
- Procuring supplies necessary to implement the SNHPC regional traffic counting program including, but not limited to, tubes, hardware, batteries, locks, chains, and mastic tape.
- Procuring and maintaining software necessary to complete the SNHPC regional traffic counting program including, but not limited to, JAMAR and Diamond traffic count processing software.
- Procuring and maintaining software necessary for the function of the SNHPC regional travel demand model, including but not limited to, Citilab Cube/Voyager and ESRI ArcGIS.
- Procuring, maintaining, repairing, and/or replacing computers used exclusively by SNHPC transportation planning staff.

Products:

- Equipment, software, and hardware necessary to implement the MPO transportation planning program (annual replacements of at least two traffic counters, annual update of transportation-related software licenses, and hardware replacement as needed).

406 Transportation Model

This task includes activities related to the development and maintenance of the SNHPC regional travel demand model. During the FY 2018-2019 UPWP performance period, the SNHPC will complete an update of the regional travel demand model base year from 2010 to 2015. Additionally, SNHPC will incorporate the towns of Bow, Pembroke, Allenstown, and Dunbarton into the model to ensure complete coverage of the Manchester Urbanized Area.

FY 2018-FY 2019

Proposed Activities:

- Updating the SNHPC regional travel demand model to a base year of 2015 and incorporating the towns of Bow, Pembroke, Allenstown, and Dunbarton into the model.

Products:

- Updated SNHPC regional travel demand model (completed model by the end of the FY 2018-2019 UPWP period).

500 TECHNICAL ASSISTANCE AND SUPPORT

The purpose of this category is to provide technical assistance and coordinate activities with municipalities, state agencies, federal agencies, other Regional Planning Commissions, local partner organizations, and transit agencies toward transportation planning goals and objectives.

501 Local/Regional Assistance

This task includes activities related to the provision of technical assistance for transportation projects, plans, and initiatives developed by municipalities and regional partner agencies.

FY 2018-FY 2019

Proposed Activities:

- Reviewing and providing comment letters on traffic impact analyses for site plans, subdivisions, and developments of regional impact at the request of SNHPC municipalities.
- Completing special traffic data collection efforts, including speed studies or turning movement counts, at the request of SNHPC municipalities.
- Providing assistance to SNHPC municipalities and partner agencies in the development of project-level transportation-related grant applications.
- Providing transportation-related training or updates to municipal staff and municipal boards/committees in the SNHPC region.
- Providing technical assistance to SNHPC municipalities and partner agencies on the development and implementation of complete streets projects and policies.
- Providing technical assistance to the General John Stark Scenic Byway Council, the Upper Lamprey Scenic Byway Council, and the Frost/Stagecoach Scenic Byway Council in the development and implementation of scenic byway projects.
- Completing studies of Local Trip Generation Rates at four sites to supplement the ITE Trip Generation Manual and develop a database of local trip generation data.
- Soliciting, developing, and updating two High Accident Location Studies to analyze and evaluate high accident locations and their causes in conjunction with municipal and state staff. Written reports will be developed for the locations, and potential countermeasures will be identified. The studies will be used to pursue Highway Safety Improvement Program consideration for the locations.
- Soliciting, developing, and updating four Signal Warrant Studies to evaluate un-signalized intersections throughout the SNHPC region. If signals are found to be warranted, preliminary signal timing plans including consideration of signal progression will be developed.
- Providing on-call transportation-related technical assistance to the SNHPC municipalities and partner agencies upon request.

Products:

- Completed comment letters on traffic impact analyses related to site plans, subdivisions, and developments of regional impact (approx. one development of regional impact per year).
- Completed speed and turning movement counts, including raw data and summary reports (six per year).
- Completed transportation-related grant applications for SNHPC municipalities and partner agencies (upon request).

- Documentation of training materials provided to municipal staff and boards/committees (upon request).
- Documentation of agendas, minutes, and other relevant materials for the General John Stark Scenic Byway Council, the Upper Lamprey Scenic Byway Council, and the Frost/Stagecoach Scenic Byway Council (minimum of four meetings per year).
- Four completed Local Trip Generation Rate studies.
- Two completed High Accident Location Studies.
- Four completed Signal Warrant Studies.

502 Statewide Assistance

This task includes activities related to the provision of technical assistance for interregional or statewide transportation projects, plans, and initiatives.

FY 2018-FY 2019

Proposed Activities:

- Preparing for and participating in monthly meetings of the State Coordinating Council for Community Transportation.
- Participating on and providing technical assistance to the NHDOT Congestion Mitigation and Air Quality (CMAQ) Advisory Committee.
- Participating on and providing technical assistance to the NHDOT Highway Safety Improvement Program (HSIP) Advisory Committee.
- Participating on and providing technical assistance to the I-93 Transportation Demand Management (TDM) Committee and other Incident Management Steering Committee.
- Participating with the NHDOT and other Regional Planning Commissions on the development of an updated statewide Household Travel Survey.
- Participating on and providing technical assistance to the Complete Streets Coalition, Transport New Hampshire, and other interregional or statewide transportation advocacy groups.
- Participating on and providing technical assistance to Commute Smart New Hampshire and other interregional or statewide transportation demand management groups.
- Providing analysis and testimony on transportation-related state legislation.
- Coordinating on transportation issues of statewide significant with other Regional Planning Commissions through monthly RPC Executive Directors meetings.
- Reviewing reports, guidebooks, proposed rulemakings, and other state and federal transportation planning policy documents.
- Coordinating with NHDES and other statewide partners on the implementation of transportation-related projects developed utilizing automaker Clean Air Act settlement funding.
- Providing on-call technical assistance to the NHDOT, NHDES, FHWA, FTA, or other state or federal transportation agencies upon request.

Products:

- Documentation of agendas, minutes, and other relevant materials for the State Coordinating Council for Community Transportation (12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the NHDOT Congestion Mitigation and Air Quality (CMAQ) Advisory Committee (approx. three meetings per year).

- Documentation of agendas, minutes, and other relevant materials for the NHDOT Highway Safety Improvement Program (HSIP) Advisory Committee (approx. 12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the I-93 Transportation Demand Management (TDM) Committee (schedule dependent on NHDOT).
- Documentation of agendas, minutes, and other relevant materials for the Complete Streets Coalition, Transport New Hampshire, and other interregional or statewide transportation advocacy groups (approx. six meetings per year).
- Documentation of agendas, minutes, and other relevant materials for Commute Smart New Hampshire and other interregional or statewide transportation demand management groups (approx. four meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the RPC Executive Directors meetings (approx. 12 meetings per year).

503 Local Public Agency Program Support

This task includes activities related to the provision of technical assistance for SNHPC municipalities and partner agencies to apply for and manage Local Public Agency (LPA) projects. This task also includes the SNHPC's role in evaluating and prioritizing regional LPA project applications.

FY 2018-FY 2019

Proposed Activities:

- Providing staffing assistance to SNHPC municipalities and partner agencies in developing project applications for the Transportation Alternatives (TAP), Congestion Mitigation and Air Quality (CMAQ), Highway Safety Improvement Program (HSIP), State Aid Bridge (SAB), State Aid Highway (SAH), and other applicable programs.
- Conducting the regional process to review, evaluate, and prioritize LPA project applications for the TAP and CMAQ programs.

Products:

- Documentation of LPA project applications from SNHPC communities and regional partner agencies (approx. four applications per program solicitation).
- Program of prioritized TAP and CMAQ projects for the SNHPC region, and documentation of the regional evaluation and prioritization process (once per program solicitation).

504 Special Projects

This task includes activities related to special transportation projects in the SNHPC region undertaken with the approval of the NHDOT Bureau of Planning and Community Assistance.

FY 2018-FY 2019

Proposed Activities:

- Organizing and completing special transportation projects in the SNHPC region undertaken with the approval of the NHDOT Bureau of Planning and Community Assistance. Such projects may include, but not be limited to, the following:

  - Providing technical assistance to municipalities in the SNHPC region in the development and implementation of Complete Streets pilot projects.
  - Providing technical assistance to municipalities in the Piscataquog watershed with the implementation of the Piscataquog Culvert Prioritization Model.
  - Updating the aerial imagery for the SNHPC region to improve cartographic capabilities.
  - Assisting municipalities in updating their Master Plan transportation chapters.
  - Providing MS4 technical assistance to municipalities for transportation-related stormwater issues.
  - Assisting communities in developing and implementing Road Surface Management Systems (RSMS).
  - Scoping, developing, and updating local transportation studies, including but not limited to, access management plans and corridor studies at the request of SNHPC municipalities and partner agencies.

Products:

- Documentation and final reports for approved and completed special transportation projects.

505 Regional Coordinating Councils

This task includes activities related to the staffing and administration of designated Regional Transportation Coordinating Councils (RCCs) within the SNHPC region. This task also includes the development and maintenance of the Region 8 and Region 9 Transportation Coordination Plans.

FY 2018-FY 2019

Proposed Activities:

- Preparing for and participating in bi-monthly meetings of the Region 8 Coordinating Council (Greater Manchester), including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Preparing for and participating in bi-monthly meetings of the Region 9 Coordinating Council (Greater Derry/Salem), including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Coordinating Section 5310 lead agency activities in Region 8 and Region 9 as designated by the Regional Coordinating Councils.
- Evaluating and preparing any necessary updates to the Region 8 and Region 9 Transportation Coordination Plans.

Products:

- Documentation of agendas, minutes, and other relevant materials related to the Region 8 and Region 9 Coordinating Councils (approx. six meetings of the Region 8 RCC per year and six meetings of the Region 9 RCC per year).

- Completion of Section 5310 reporting for the Region 8 and Region 9 Coordinating Councils (monthly).
- Updated Region 8 and Region 9 Transportation Coordination Plans (once every two years).

506 Transit Assistance

This task includes activities related to the provision of technical assistance to public transportation providers and the completion of short-range transit planning. In the SNHPC region, the Manchester Transit Authority (MTA) provides fixed-route bus services as well as a complementary paratransit program for those individuals unable to use fixed-route services. Additionally, the Cooperative Alliance for Regional Transportation (CART) provides demand response transportation to a five-town town service area including Chester, Derry, and Londonderry in the SNHPC region.

FY 2018-FY 2019

Proposed Activities:

- Preparing for and participating in monthly meetings of the CART Board of Directors and CART Executive Committee.
- Participating in monthly meetings of the MTA Commission.
- Participating on and providing technical assistance to the NH Rail Transit Authority and its Committees as necessary to evaluate the development of passenger rail service in the SNHPC region.
- Providing technical assistance to MTA and CART related to the evaluation and reporting of transit performance measures.
- Providing technical assistance to MTA and CART in completing regular updates of their Short-Range Transit Plans as needed.
- Providing capital and financial planning assistance to MTA and CART upon request.
- Providing route mapping and other cartographic assistance to MTA and CART upon request.
- Providing technical assistance to MTA and CART in the development of grant applications for capital and operating funding.
- Providing on-call technical assistance to MTA and CART upon request.

Products:

- Documentation of agendas, minutes, and other relevant materials for the CART Board of Directors and CART Executive Committee (approx. 12 meetings of the CART Board per year and six meetings of the CART Executive Committee per year).
- Documentation of agendas, minutes, and other relevant materials for the MTA Commission (approx. 12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the NH Rail Transit Authority (approx. 12 meetings per year).
- Completed evaluation and reporting on transit performance measures in the SNHPC region (once every two years).
- Updated Short-Range Transit Plans for MTA and/or CART (once every two years).
- Updated capital and financial plans for MTA and/or CART (once every two years).
- Updated route maps for MTA and CART (as requested by the providers).
- Completed grant applications for capital and operating funding for MTA and CART (annually).

APPENDIX A- UPWP FINANCIAL SUMMARY

	FY 2018-2019 UPWP Tasks	Core Function	SNHPC Hours	Federal Share (80%)	NHDOT Match (10% Toll Credits)	SNHPC Match (10% Cash)	Total
CATEGORY 100	101 - Invoices & Accounting	Yes	480	$30,720	$3,840	$3,840	$38,400
	102 - Program Administration	Yes	1650	$105,600	$13,200	$13,200	$132,000
	103 - Training	Yes	232	$18,880	$2,360	$2,360	$23,600
	104 - Indirect Cost Adjustments	No	10	$800	$100	$100	$1,000
	105 - Memberships, Subscriptions, and Professional Costs	No	N/A	$5,600	$700	$700	$7,000
	CATEGORY 100 SUBTOTAL		2372	$161,600	$20,200	$20,200	$202,000
CATEGORY 200	201 - Ten-Year Plan (TYP)	Yes	460	$29,440	$3,680	$3,680	$36,800
	202 - Land Use & Environmental Linkages	Yes	250	$16,000	$2,000	$2,000	$20,000
	203 - Transportation Planners Collaborative	No	60	$3,840	$480	$480	$4,800
	204 - Interagency Consultation	Yes	120	$7,680	$960	$960	$9,600
	205 - Transportation Improvement Program	Yes	600	$38,400	$4,800	$4,800	$48,000
	206 - Congestion Management Process	Yes	450	$28,800	$3,600	$3,600	$36,000
	207 - Intelligent Transportation Systems	Yes	50	$3,200	$400	$400	$4,000
	208 - Metropolitan Transportation Plan/Performance-based Planning	Yes	1375	$88,000	$11,000	$11,000	$110,000
	209 - Transportation Conformity	Yes	25	$1,600	$200	$200	$2,000
	210 - State Long-Range Transportation Plan	No	0	$0	$0	$0	$0
	211 - Bicycle/Pedestrian Planning	Yes	700	$44,800	$5,600	$5,600	$56,000
	CATEGORY 200 SUBTOTAL		4090	$261,760	$32,720	$32,720	$327,200
CATEGORY 300	301 - Technical/Advisory Committee	Yes	800	$51,200	$6,400	$6,400	$64,000
	302 - Planning Commissions/Committee Meetings	Yes	450	$28,800	$3,600	$3,600	$36,000
	303 - Public Involvement Plan	Yes	200	$12,800	$1,600	$1,600	$16,000
	304 - Public Outreach	Yes	935	$59,840	$7,480	$7,480	$74,800
	305 - Policy Committee	Yes	800	$51,200	$6,400	$6,400	$64,000
	306 - TMA Programming Authority/Administration	Yes	750	$48,000	$6,000	$6,000	$60,000
	CATEGORY 300 SUBTOTAL		3,935	$251,840	$31,480	$31,480	$314,800
CATEGORY 400	401 - Traffic Counts	Yes	1575	$100,800	$12,600	$12,600	$126,000
	402 - Statewide Road Surgace Management System (RSMS) Initiative	No	36	$2,304	$288	$288	$2,880
	403 - Geographic Information System	Yes	305	$19,520	$2,440	$2,440	$24,400
	404 - Demographics	Yes	800	$51,200	$6,400	$6,400	$64,000
	405 - Equipment	Yes	40	$19,200	$2,400	$2,400	$24,000
	406 - Transportation Model	Yes	1250	$80,000	$10,000	$10,000	$100,000
	CATEGORY 400 SUBTOTAL		4006	$273,024	$34,128	$34,128	$341,280
CATEGORY 500	501 - Local & Regional Assistance	Yes	2500	$160,000	$20,000	$20,000	$200,000
	502 - Statewide Assistance	No	650	$41,600	$5,200	$5,200	$52,000
	503 - Local Public Agency Program Support	Yes	200	$12,800	$1,600	$1,600	$16,000
	504 - Special Projects	No	1375	$176,000	$22,000	$22,000	$220,000
	505 - Regional Coordinating Councils	Yes	875	$56,000	$7,000	$7,000	$70,000
	506 - Transit Assistance	Yes	1500	$96,000	$12,000	$12,000	$120,000
	CATEGORY 500 SUBTOTAL		7,100	$542,400	$67,800	$67,800	$678,000
	TOTAL		21,493	$1,490,624	$186,328	$186,328	$1,863,280

APPENDIX B- OTHER FEDERALLY-FUNDED OR REGIONALLY-SIGNIFICANT PLANNING PROJECTS

The Southern New Hampshire Planning Commission is engaged in a number of federally-funded transportation planning efforts that are not funded with metropolitan transportation planning funds. This section of the UPWP contains a listing of federally-funded transportation studies that are anticipated to occur during the performance period of the FY 2018–2019 UPWP. This section may be amended as necessary to include additional planning studies.

B-1 CTAP Phase 3- Manchester TOD Planning

Funding Sources:

- National Highway Performance Program (80% Federal Share)
- City of Manchester and Project Partners (20% Local Share)

Project Cost:

- $250,000 ($200,000 Federal and $50,000 Local)

Project Summary:

This Community Technical Assistance Program (CTAP) Phase 3 project will fund a Transit-oriented Development (TOD) Plan for a portion of the City of Manchester bounded by Granite Street to the north, Queen City Avenue to the south, Second Street to the West, and Elm Street to the East.

Scope of Work:

The scope of work for this project includes four categories of tasks as detailed below.

Category 1- Project Administration

- Financial Administration and Project Reporting
- Administration of Qualifications-based Selection process
- Oversight of project consultant(s) and Coordination with NHDOT

Category 2- Public Engagement

- Development of Interactive Project Website
- Key Stakeholder Interviews
- Organization and Facilitation of a Design Charrette for the Transit-oriented Development Study Area
- Organization and Facilitation of a Series of Public Meetings, Municipal Board Presentations, and Community Partner Organizations to Solicit Input on the Development of the TOD Plan and Feedback on the Draft TOD Plan

Category 3- TOD Planning

- Development of Existing Conditions Profile of the Study Area
- Evaluation of Existing Transit Services and Potential Future Transit Service Expansions in the Study Area

- Evaluation of Existing Bicycle/Pedestrian Infrastructure and Potential Future Bicycle/Pedestrian Infrastructure Connectivity in the Study Area
- Assessment of Environmental and Historic Resource Constraints to Development in the Study Area
- Development of Urban Design and Land Use Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback
- Development of Parking and Internal Circulation Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback
- Identification of Preferred Urban Design, Land Use, Parking, and Internal Circulation Plan for Implementation
- Determination of Capital Improvements Necessary to Implement the Plan
- Development of a Financial Plan for Implementation
- Identification of Municipal Land Use Regulation Changes (if any) Needed to Implement the TOD

Category 4- Project Completion

- Completion and Publication of the TOD Plan for the Study Area
- Coordination of Project Closeout with NHDOT

Timeframe:

- This project is anticipated to begin on or about July 1, 2017 and end on or about December 31, 2018.

B-2 Region 8 Coordinating Council- Purchase of Service

Funding Sources:

- FTA Section 5310 Program (80% Federal Share)
- Manchester Transit Authority, Easter Seals, and Project Partners (20% Local Share)

Project Cost:

- $334,988 ($267,990 Federal and $66,998 Local)
  - $167,494 ($133,995 Federal and $33,499 Local) in FY 2018
  - $167,494 ($133,995 Federal and $33,499 Local) in FY 2019

Project Summary:

The project involves the provision of demand response transportation services for senior citizens and persons with disabilities from the towns of Bedford, Goffstown, Hooksett and other Region 8 Coordinating Council municipalities to essential service and non-emergency medical destinations in the Greater Manchester area. At the request of the Region 8 Coordinating Council, the SNHPC serves as the designated lead agency for the administration of Section 5310 Purchase of Service funding on behalf of the Council.

Scope of Work:

- Provision of "Shopper Shuttle" demand response transportation service in Manchester, Bedford, and Goffstown operated by the Manchester Transit Authority.

- Provision of community-wide demand response transportation service three days per week in Goffstown operated by the Manchester Transit Authority.
- Provision of community-wide demand response transportation service two days per week in Hooksett operated by the Manchester Transit Authority.
- Operation of a call center and demand response service coordination/dispatching system provided by Easter Seals of New Hampshire.

Timeframe:

- This project is anticipated to begin on or about July 1, 2017 and end on or about June 30, 2019.

B-3 I-93Exit 4A SDEIS Technical Assistance

Funding Sources:

- Surface Transportation Block Grant Program

Project Cost:

- $45,030

Project Summary:

The project involves the provision of travel demand modeling assistance to support the development of the Interstate 93 Exit 4A Supplemental Draft Environmental Impact Statement (SDEIS).

Scope of Work:

- Collecting supplemental traffic data to support Exit 4A travel demand modeling.
- Modeling base year conditions and design year traffic impacts of the no-build and build alternatives for the Exit 4A project, and evaluating potential mitigation measures.
- Coordinating modeling assumptions, methodology, and calibration with the Exit 4A Traffic Working Group.
- Completing a Traffic Technical Report summarizing the results of the analysis for inclusion in the Supplemental Draft Environmental Impact Statement (SDEIS).

Timeframe:

- This project began on June 14, 2016 and is anticipated to end on or about December 31, 2017.

The COMMISSION shall develop an acceptable reporting system capable of indicating project status on at least a monthly basis for all major task categories of the mutually agreed upon UPWP. Monthly progress reports shall be submitted by the COMMISSION to the DEPARTMENT, giving the percentage of completion of the work required by this AGREEMENT, based on both percentage of funding spent and on percentage of work actually completed, and a narrative explanation of each major task progress. These monthly progress reports must accompany invoices for payment in order for reimbursement to occur.

E. SUBMISSION OF REPORTS, PLANS AND DOCUMENTS

Reports, plans, and documents shall be submitted to the DEPARTMENT in accordance with the schedule outlined in the attached work program.

F. DATE OF COMPLETION

The date of completion for the Planning services rendered under this AGREEMENT shall be June 30, 2019.

ARTICLE II - COMPENSATION OF COMMISSION FOR SPECIFIC RATES OF PAY

The work required under the terms of this AGREEMENT shall be paid for in accordance with the following schedule and stipulations:

A. GENERAL FEE

The cost of all work and expenses under this AGREEMENT shall not exceed $1,863,280.00 in State Fiscal Years 2018 and 2019. Funding from two sources, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), will be combined into a consolidated Planning Grant (CPG). Of the $1,863,280 fee, approximately 90% ($1,676,952) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% ($186,328) from the Southern NH Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the $1,676,952 total amount).

B. SALARY, BENEFITS AND INDIRECT COSTS

As agreed to between the Department and the COMMISSION, the COMMISSION, is to provide the information on salaries of all employees at the beginning of the contract or when any changes occur during the contract period.

The rates of all personnel working on the project shall be provided to the DEPARTMENT at the beginning of the STATE fiscal year. Any salary increase as a result of salary adjustments of existing personnel or new hire during the contract period shall be reported to the DEPARTMENT within thirty (30) days.

All actual salaries and reasonable increases thereof paid to technical or other employees assigned to this project shall be the result of a commission-wide evaluation of all employees and shall not be restricted to employees assigned to this project. Any overtime required for this project shall have the prior written approval of the DEPARTMENT.

All charges attributed to personnel costs namely employee benefits, payroll taxes and proportionate share of indirect costs shall be used in billing for all work done under this AGREEMENT. Employee benefits shall include holiday, sick and vacation pay, Commission's share of group medical

and dental premiums, the Commission's share of long and short-term disability insurance premiums if applicable, and the Commission's share of retirement benefits, if applicable.

Payroll taxes shall include the employer's share of FICA.

The preceding costs may be applied to only straight time and overtime. The amounts shall be based on actual costs to the COMMISSION for such items during the period of the agreement and those allowable in accordance with the applicable cost principles contained in 2 CFR, Part 225 (formerly OMB Circular No. A-87). Indirect Cost Rate Proposals shall be submitted in accordance with 2 CFR, Part 225. If the annual indirect cost rate is not submitted within the timeframes specified in 2 CFR, Part 225, the Department, as provided in 2 CFR, Part 225, will set the indirect cost rate for the COMMISSION.

Actual salaries paid and percentage factor shall be used until such time as true costs of salary burden and overhead are fixed by audit. At that time, payments shall be adjusted to agree with the percentage factors as determined by audit for the period in which the work was performed, as approved by the DEPARTMENT.

C. DIRECT EXPENSES

Reimbursement for direct expenses includes work such as but not limited to field survey, purchase of computer, purchase of software and maintenance services, services of other specialists, printing, photogrammetry, traffic counts, reproductions and travel not included in normal overhead expenses whether performed by the COMMISSION or other parties and shall be billed at actual cost. The reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the COMMISSION'S established policy but shall not exceed that allowed in the Federal Travel Regulations (41 CFR 300 – 304). Mileage and per diem costs above those allowed in the Federal Travel Regulations shall be subject to prior approval by the DEPARTMENT. For training expenses to be reimbursed, they must be specifically listed in the UPWP scope of work or pre-approved by the DEPARTMENT, and are allowable under 23 CFR 260 400 – 407. Procurement methods must follow 23 CFR 420.121(j). Methods of equipment acquisition, use, and disposition must comply with 23 CFR 420.121(e) approved by the DEPARTMENT.

D. FIXED FEE

Blank

E. PAYMENTS

Payments on account of the fee for services of eligible activities defined in 23 CFR 420 &450 rendered under this AGREEMENT will be made by the DEPARTMENT based on a completely itemized, task-by-task bill submitted on a monthly basis by the COMMISSION as previously discussed. Proof of payment for direct expenses must be submitted before reimbursement is allowed. The DEPARTMENT will make payments to the COMMISSION within fifteen (15) business days of receipt of an acceptable bill. Eligible activities are those eligible for the class of funds used for the activity and must be in an approved UPWP. If, by error or omission, an ineligible activity is contained in the approved UPWP, said activity may be deemed to be ineligible and expenses pertaining to the activity will be considered non-reimbursable. NHDOT and FHWA have the final determination of eligible activities.

F. RECORDS - REPORTS

The COMMISSION shall maintain adequate cost records for all work performed under this AGREEMENT. Reports, studies, meeting minutes, plans, maps, data, and other work performed for the DEPARTMENT and/or other entities billed to this contract shall be submitted when completed. All records and other evidence pertaining to cost incurred shall be made available at all reasonable times during the AGREEMENT period and for three (3) years from the date of final voucher payment for examination by the STATE, Federal Highway Administration, or other authorized representatives of the Federal Government, and copies thereof shall be furnished if requested. Applicable cost principles are contained in 2 CFR 225.

When outstanding work remains to be completed, the COMMISSION shall submit monthly progress reports of work accomplished on a task-by-task basis in a manner satisfactory to the DEPARTMENT.

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

Blank

B. CONTRACT PROPOSALS

Blank

ARTICLE IV - STANDARD PROVISIONS

A. STANDARD SPECIFICATIONS

Blank

B. REVIEW BY STATE AND FEDERAL HIGHWAY ADMINISTRATION - CONFERENCES - INSPECTIONS

It is mutually agreed that all portions of the work covered by this AGREEMENT shall be subject to the inspection of duly-authorized representatives of the STATE and Federal Highway Administration, United States Department of Transportation, at such time or times as the STATE or Federal Highway Administration deems appropriate.

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 438 Dubuque Street, Manchester, NH.

It is further mutually agreed that any party, including the duly-authorized representatives of the Federal Highway Administration, may request and obtain conferences, visits to the site, and inspection of the work at any reasonable time.

C. EXTENT OF CONTRACT

1. Contingent Nature of AGREEMENT

Notwithstanding anything in this AGREEMENT to the contrary, all obligations of the STATE, including, without limitation, the continuance of payments, are contingent upon the availability and continued appropriation of funds, and in no event shall the STATE be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the STATE shall have the right to terminate this AGREEMENT.

2. Termination

The DEPARTMENT shall have the right for cause, to terminate the work required of the COMMISSION by this AGREEMENT, by written notice of such termination provided to the COMMISSION by the DEPARTMENT. In the event of such a termination of this

AGREEMENT, without fault on the part of the COMMISSION, the COMMISSION shall be entitled to compensation for all work theretofore satisfactorily performed, pursuant to this AGREEMENT, such compensation to be fixed, insofar as possible, based upon the work performed prior to termination. It shall be a breach of this AGREEMENT if the COMMISSION shall fail to complete the tasks of the UPWP in a timely manner in accordance with sound professional principles and practices to the reasonable satisfaction of the DEPARTMENT or shall be in such financial condition as to be unable to pay its just debts as they accrue, or shall make an assignment for the benefit of creditors, or shall be involved in any proceeding, voluntary or involuntary, resulting in the appointment of a receiver or trustee over its affairs, or shall become dissolved for any cause. In the event of an occurrence of any one or more of the foregoing contingencies, or upon the substantial breach of any other provisions of this AGREEMENT by the COMMISSION, its officers, agents, employee, and subconsultants, the DEPARTMENT shall have the absolute right and option to terminate this AGREEMENT forthwith. In addition, the DEPARTMENT may have and maintain any legal or equitable remedy against the COMMISSION for its loss and damages resulting from such breach or breaches of this AGREEMENT; provided, however, that all work completed with products and data theretofore furnished to the DEPARTMENT by the COMMISSION, of a satisfactory nature in accordance with this AGREEMENT, shall be entitled to a credit, based on the contract rate for the work so performed in a satisfactory manner and of use and benefit to the DEPARTMENT.

D. <u>REVISIONS TO REPORTS, PLANS OR DOCUMENTS</u>

The COMMISSION shall perform such additional work as may be necessary to correct errors in the work required under the AGREEMENT, caused by errors and omissions by the COMMISSION, without undue delays and without additional cost to the DEPARTMENT.

E. ADDITIONAL SERVICES

If, during the term of this AGREEMENT, additional Planning services are required due to a revision in the limits of the project, or it becomes necessary to perform services not anticipated during negotiation, the DEPARTMENT may, in writing, order the COMMISSION to perform such services, and the COMMISSION shall be paid a fee in accordance with the provisions of Article II, Section B.

If, during the term of this AGREEMENT, additional Planning services are performed by the COMMISSION due to the fact that data furnished by the DEPARTMENT are not usable or applicable, the STATE will, upon written approval of the DEPARTMENT, reimburse the COMMISSION for such additional services in accordance with the provisions of Article II, Section B.

If additional services are performed by the COMMISSION through its own acts, which are not usable or applicable to this project, the cost of such additional services shall not be reimbursable.

F. OWNERSHIP OF PLANS

All data, plans, maps, reports and other products prepared, or undertaken either manually or electronically by the COMMISSION, under the provisions of this AGREEMENT, are the property of the COMMISSION and DEPARTMENT. Copies of these will be provided to the DEPARTMENT upon request. The COMMISSION shall provide to the DEPARTMENT, or submit to its inspection, any data, plan, map and reports which shall have been collected, prepared, or undertaken by the COMMISSION, pursuant to this AGREEMENT, or shall have been hitherto furnished to the COMMISSION by the DEPARTMENT. The COMMISSION shall have the right to use any of the data prepared by it and hitherto delivered to the DEPARTMENT at any later stage of the project contemplated by this AGREEMENT.

G. SUBLETTING

The COMMISSION shall not sublet, assign or transfer any part of the COMMISSION'S services or obligations under this AGREEMENT without the prior approval and written consent of the DEPARTMENT.

All subcontracts shall be in writing and those exceeding $10,000 shall contain all provisions of this AGREEMENT, including "Certification of CONSULTANT/Subconsultant". A copy of each subcontract regardless of cost shall be submitted for the DEPARTMENT'S approval.

H. GENERAL COMPLIANCE WITH LAWS, ETC.

The COMMISSION shall comply with all Federal, STATE and local laws, and ordinances applicable to any of the work involved in this AGREEMENT and shall conform to the requirements and standards of STATE, municipal, agencies as appropriate. The COMMISSION agrees to comply with standards and requirements set forth in the NH Department's Administration of Planning Funds guidebook, unless such standards conflict with the provisions of this Agreement or with Federal or State laws and rules. The COMMISSION understands that the NH Department's Administration of Planning Funds guidebook constitutes part of this AGREEMENT.

I. BROKERAGE

The COMMISSION warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the COMMISSION, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the COMMISSION, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the STATE shall have the right to annul this Contract without liability, or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

The COMMISSION is a political subdivision of the STATE as per RSA chapter 36. In the context of this AGREEMENT the COMMISSION shall not act as an agent or employee of the STATE.

ARTICLE IV

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

The COMMISSION agrees to defend, indemnify and hold harmless the STATE and all of its officers, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any (i) acts or omissions of the COMMISSION or its subconsultants in the performance of this AGREEMENT allegedly resulting in property damage or bodily injury and/or (ii) misconduct or wrongdoing of the COMMISSION or its subconsultants in the performance of this AGREEMENT.

b. Professional Liability Indemnification

The COMMISSION agrees to defend, indemnify and hold harmless the STATE and all of its officers, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any negligent acts or omissions of the COMMISSION or its subconsultants in the performance of Planning services covered by this AGREEMENT.

c. These covenants shall survive the termination of the AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the STATE, which immunity is hereby reserved by the STATE.

3. Insurance

a. Required Coverage

The COMMISSION shall, at its sole expense, obtain and maintain in force the following insurance:

1. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy

amounts of not less than $250,000 per occurrence and $2,000,000 in the aggregate (STATE to be named as an additional insured); and

2. comprehensive automobile liability insurance covering all motor vehicles, including owned, hired, borrowed and non-owned vehicles, for all claims of bodily injury, death or property damage, in policy amounts of not less than $500,000 combined single limit; and

3. workers' compensation and employer's liability insurance as required by law.

b. Proof of Insurance

The policies described in paragraph (a) of this section and Section G shall be in the standard form employed in the STATE, issued by underwriters licensed or approved by the Department of Insurance of the STATE. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 30 days, or 10 days in cases of non-payment of premium, after written notice thereof has been received by the STATE. The COMMISSION shall provide to the STATE a certificate of insurance evidencing the required coverages, retention (deductible) and cancellation clause prior to submittal of the AGREEMENT to Governor and Council for approval and shall have a continuing duty to provide new certificates of insurance as the policies are amended or renewed.

4. No Third-Party Rights

It is not intended by any of the provisions of the AGREEMENT to make the public or any member thereof a third-party beneficiary of the AGREEMENT, or to authorize anyone not a party to this AGREEMENT to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract. The duties, obligations and responsibilities of the parties to this AGREEMENT with respect to third parties shall remain as imposed by law. No portion of this AGREEMENT shall be understood to be a waiver of the STATE'S sovereign immunity.

5. Construction of AGREEMENT

This AGREEMENT is executed in a number of counterparts, each of which is an original and constitutes the entire AGREEMENT between the parties. This AGREEMENT shall be construed according to the laws of the STATE.

K. AGREEMENT MODIFICATION

The provisions of this AGREEMENT shall not be modified without the prior approval of the Governor and Council. Modifications to the UPWP within the Scope of this AGREEMENT may be made by mutual written agreement between the COMMISSION and the DEPARTMENT. It shall be the COMMISSION'S responsibility to request a modification to the DEPARTMENT in writing for the DEPARTMENT'S consideration prior to the approval.

L. EXTENSION OF COMPLETION DATE(S)

If, during the course of the work, the COMMISSION anticipates that he cannot comply with one or more of the completion dates specified in this AGREEMENT, it shall be the COMMISSION'S responsibility to notify the Department in writing at least ninety (90) days prior to the completion date(s) in question. The COMMISSION shall state the reasons that a completion date(s) cannot be met and request a revised date(s) for consideration by the DEPARTMENT.

M. TITLE VI (NONDISCRIMINATION OF FEDERALLY ASSISTED PROGRAMS) COMPLIANCE

(1) programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.

(2) Nondiscrimination: The COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of

the REGULATIONS, including employment practices when the AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the COMMISSION for work to be performed under a subcontract, including procurements of materials or leases of equipment specific to the project, each potential subconsultant or supplier shall be notified by the COMMISSION of the COMMISSION'S obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The COMMISSION shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the DEPARTMENT or the FHWA to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a COMMISSION is in the exclusive possession of another who fails or refuses to furnish this information, the COMMISSION shall so certify to the DEPARTMENT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the COMMISSION's noncompliance with nondiscrimination provisions of this AGREEMENT, the DEPARTMENT shall impose sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

(a) withholding of payments to the COMMISSION under the AGREEMENT until the COMMISSION complies; and/or

(b) cancellation, termination, or suspension of the AGREEMENT, in whole or in part.

(6) The COMMISSION shall take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event a COMMISSION becomes involved in, or is threatened with litigation with a subconsultant or supplier as a result of such direction, the COMMISSION may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and in addition, the COMMISSION may request the United States to enter into such litigation to protect the interests of the United States.

(7) 23 CFR 710.405(b) and, Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor REGULATIONS (41 CFR Part 60), shall be applicable to this AGREEMENT and any sub-agreements hereunder.

(8) Incorporation of Provisions: The COMMISSION shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment specific to the project, unless exempt by the REGULATIONS, or directives issued pursuant thereto.

In accordance with EXECUTIVE ORDER 11246, the DEPARTMENT has the authority and responsibility to notify the Office of Federal Contract Compliance Programs of the United States Department of Labor if they become aware of any possible violations of Executive Order 11246 and 41 CFR Part 60. The Office of Federal Contract Compliance Programs is solely responsible for determining compliance with Executive Order 11246 and 41 CFR Part 60 and the COMMISSION should contact them regarding related compliance issues.

As defined in RSA 36 and described in Section J(1), Status of Consultant, of this Agreement, the CONSULTANT is a political subdivision of the STATE and, therefore, in accordance with 41 CFR Part 60-1.5(a)(4), any subdivision of the State is exempt from the requirement of filing the annual compliance reports provided for by 41 CFR Part 60-1.7(a)(1).

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

1. Policy. It is the policy of the United States Department of Transportation (USDOT) to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBE's), as defined in 49 Code of Federal Regulations (CFR) Part 26, to participate in the performance of agreements and any sub-agreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 applies to this AGREEMENT.

2. Disadvantaged Business Enterprise (DBE) Obligation. The STATE and its COMMISSIONs agree to ensure nondiscriminatory opportunity for disadvantaged business enterprises, as defined in 49 CFR Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. In this regard, the STATE and its COMMISSIONs shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the opportunity to compete for and perform work specified in the agreements. The STATE and its COMMISSIONs shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of agreements financed in whole or in part with Federal funds.

3. Sanctions for Non-Compliance. The COMMISSION is hereby advised that failure of the COMMISSION, or any Subconsultant performing work under this AGREEMENT, to carry out the requirements set forth in paragraphs 1 and 2 above shall constitute a breach of agreement and, after the notification of the United States Department of Transportation, may result in termination of this AGREEMENT by the STATE or such remedy as the STATE deems appropriate.

CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS

The CONSULTANT ✓, proposed subconsultant ____, hereby certifies that it has ✓, has not ____ developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has ✓, has not ____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has ✓, has not _____, filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Southern NH Planning Commission
(Company)

By: _____

David J. Preece, AICP, Executive Director
(Title)

Date: 4/6/17

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1), and must be submitted by consultants and proposed subconsultants only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts that are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally, only contracts or subcontracts of $10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime consultants and subconsultants who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such consultant submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

(Revised: March, 2015) NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Executive Director and duly-authorized representative of the firm of Southern NH Planning Commission, and that neither I nor the above firm I here represent has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Contract,

(b) agreed, as an express or implied condition for obtaining this Contract, to employ or retain the services of any firm or person in connection with carrying out the Contract, or

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the Contract:

I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds): (a) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; (b) has not been suspended, debarred, voluntarily excluded or determined ineligibility by any Federal agency within the past three years; (c) does not have a proposed debarment pending; and (d) has not been indicted, convicted or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

except as here expressly stated (if any):

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

I acknowledge that this certificate is to be furnished to the State Department of Transportation and the Federal Highway Administration, U. S. Department of Transportation, in connection with this Contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

4/6/17
(Date)

(Signature)

IN WITNESS WHEREOF the parties hereto have executed this AGREEMENT on the day and year first above written.

(SEAL)

Consultant

CONSULTANT

Dated: 4/6/17 By: _____
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 5/11/17 By: _____
Commissioner, NHDOT

Attorney General

This is to certify that the above AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: 5/19/17 By: _____
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on _____ approved this AGREEMENT.

Dated: _____ Attest:

By: _____
Secretary of State

CERTIFICATE OF VOTE

I, Karen S. McGinley, Chairperson of the Southern New Hampshire Planning Commission (SNHPC), do hereby certify that at a meeting held on April 6, 2017:

1. I am the duly elected and acting Chairperson of the SNHPC, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The SNHPC Executive Committee authorized the Executive Director, David J. Preece, to execute any documents which may be necessary to effectuate the UPWP contract;
3. This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to and now occupies the office indicated in (2) above:

David J. Preece
(Printed name of officer authorized to sign)

IN WITNESS WHEREOF, I have hereunto set my hand as the Chairperson of the SNHPC, this day of 4/6/17.

Karen S. McGinley
(Signature & Position of Certifying Officer)

STATE OF NEW HAMPSHIRE
County of Hillsborough
On this the 6th day of April 2017, before me **Linda Moore**
(Notary Public)
the undersigned officer, personally appeared, **Karen S. McGinley,** who acknowledged herself to be the Chairperson of the SNHPC, and that she, as Chairperson, being authorized so to do, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I have set my hand and official seal.

Linda Moore
(Notary Public Signature)

Commission Expiration Date:
(Seal)

LINDA MOORE
MY COMMISSION EXPIRES
SEPT
03
2019
STATE OF NEW HAMPSHIRE
NOTARY PUBLIC

Primex³
NH Public Risk Management Exchange

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member:	*Member Number:*	*Company Affording Coverage:*
Southern New Hampshire Planning Commission 438 Dubuque Street Manchester, NH 03102	525	NH Public Risk Management Exchange - Primex³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

	Type of Coverage	*Effective Date (mm/dd/yyyy)*	*Expiration Date (mm/dd/yyyy)*	*Limits - NH Statutory Limits May Apply, If Not:*	
X	**General Liability (Occurrence Form)**	1/1/2017	1/1/2018	Each Occurrence	$ 5,000,000
	Professional Liability (describe)			General Aggregate	$ 5,000,000
	☐ Claims Made ☐ Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
X	**Automobile Liability** Deductible Comp and Coll: $1,000	1/1/2017	1/1/2018	Combined Single Limit (Each Accident)	$5,000,000
	Any auto			Aggregate	$5,000,000
X	**Workers' Compensation & Employers' Liability**	1/1/2017	1/1/2018	X Statutory	
				Each Accident	$2,000,000
				Disease – Each Employee	$2,000,000
				Disease – Policy Limit	
X	**Property (Special Risk includes Fire and Theft)**	1/1/2017	1/1/2018	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: $1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:		Additional Covered Party		Loss Payee	Primex³ – NH Public Risk Management Exchange
					By: Tammy Denver
NH Dept. of Transportation 7 Hazen Dr. Concord, NH 03302					Date: 5/3/2017 tdenver@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**

NON-DISCRIMINATION ASSURANCES

The AGENCY TITLE (hereinafter referred to as the "RECIPIENT") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights ACT of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal REGULATIONS, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights ACT of 1964 (hereinafter referred to as the REGULATIONS) and other pertinent directives, to the end that in accordance with the ACT, REGULATIONS, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, sex, age, disability, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or Activity for which the RECIPIENT receives Federal financial assistance from the Department of Transportation, including the Federal Highway and Federal Transit Administrations, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the REGULATIONS.

More specifically and without limiting the above general assurance, the RECIPIENT hereby gives the following specific assurances with respect to its UNIFIED PLANNING WORK PROGRAM:

1. That the RECIPIENT agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the REGULATIONS.

2. That the RECIPIENT shall insert the following notification in all solicitations for bids for work or material subject to the REGULATIONS and made in connection with the UNIFIED PLANNING WORK PROGRAM and, in adapted form in all proposals for negotiated agreements:

   The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age, disability, or religion in consideration for an award.

3. That the RECIPIENT shall insert the clauses of Appendix A of this assurance in every contract subject to this ACT and the REGULATIONS.

4. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

5. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

6. The RECIPIENT shall provide for such methods of administration for the program as are found by the U.S. Secretary of Transportation, or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, applicants, sub-applicants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the ACT, the REGULATIONS, and this assurance.

7. The RECIPIENT agrees that the United States and the State of New Hampshire have the right to seek judicial enforcement with regard to any matter arising under the ACT, the REGULATIONS, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, agreements, property, discounts or other Federal financial assistance extended after the date hereof to the RECIPIENT by the State, acting for the U.S. Department of Transportation UNDER THE UNIFIED PLANNING WORK PROGRAM and is binding on the RECIPIENT, other recipients, sub-grantees, applicants, sub-applicants, transferees, successors in interest and other participants in the UNIFIED PLANNING WORK PROGRAM.

The person below is authorized to sign these assurances on behalf of the RECIPIENT:

Signature_____ Date: 4/6/17

Name/Title__David J. Preece, AICP, Executive Director_____

Attachments: Appendix A

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

(1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.

(2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age, or disability.

(4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:

(a) withholding of payments to the CONTRACTOR under the contract until the CONTRACTOR complies; and/or

(b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT, and, in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.